

# MYOB EXO Employer Services

Australian Edition

2015.03

Release Notes

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# Introduction

## What's New in this Release?

The 2015.03 release adds new features to EXO Payroll, including new list windows, new reporting options and updates to superannuation provider configuration. Updates to the EXO Employee Information modules and general improvements to the backup process are also included.

The purpose of this document is to provide essential information on the installation and use of this release:

- The **Installation** section provides an overview of the installation process, including pre-installation requirements and post installation steps.
- The **New Features** section describes all new features introduced in this release.
- The **Resolved Issues** section describes all issues that have been addressed by this release.
- The **Known Issues** section details any issues in this release that have been identified as requiring attention.

**Need assistance?** If you have any questions or you need assistance with installing this update, please contact your MYOB Accredited Business Partner. Alternatively, the answers to most common installation issues can be found on the MYOB Enterprise Knowledgebase at <http://myobexo.custhelp.com/>.

# Installation

## Pre-Install Requirements

Requirements for PCs running MYOB EXO Employer Services components are detailed in the Minimum System Requirements document, available on the [MYOB website](#).

## Installing MYOB EXO Employer Services

Information on installing and upgrading MYOB EXO Employer Services is maintained on the MYOB Enterprise Knowledgebase. See the following articles:

- [Upgrading MYOB EXO Employer Services Online](#)
- [Upgrading MYOB EXO Employer Services Manually \(Australia\)](#)
- [How do I run Network.exe?](#)

**Note:** Check the Known Issues section on page 24 for any known installation issues.

## Check the Release

After the installation is complete, the version numbers of all MYOB EXO Employer Services applications should be as follows:

Application	Version
MYOB EXO Employer Services	2015.03
MYOB EXO Payroll	2015.03
MYOB EXO Employee Information	2015.03
MYOB EXO Time and Attendance	2015.03
Runtime Files	09.00.0000.7423


To check that this release installed successfully, check that the versions displayed on the About window (**Help menu > About**) match the versions listed here.

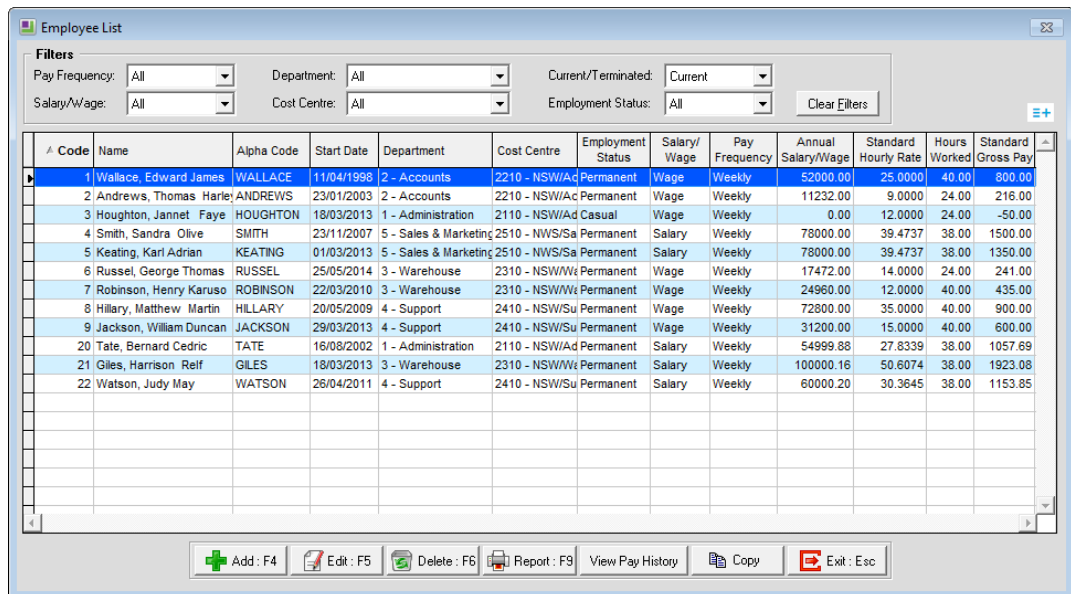
# New Features

## New List Windows


Two new list windows are available in EXO Payroll for viewing employees and pays. These windows provide easy access to all employees and pays in the system by displaying a filterable list of records, as well as action buttons that let you create, view, edit or report on records.

### Employee List

Clicking the new  toolbar button opens the Employee List:



Code	Name	Alpha Code	Start Date	Department	Cost Centre	Employment Status	Salary/Wage	Pay Frequency	Annual Salary/Wage	Standard Hourly Rate	Hours Worked	Standard Gross Pay
1	Wallace, Edward James	WALLACE	11/04/1998	2 - Accounts	2210 - NSW/Ad	Permanent	Wage	Weekly	52000.00	25.0000	40.00	800.00
2	Andrews, Thomas Harle	ANDREWS	23/01/2003	2 - Accounts	2210 - NSW/Ad	Permanent	Wage	Weekly	11232.00	9.0000	24.00	216.00
3	Houghton, Jannet Faye	HOUGHTON	18/03/2013	1 - Administration	2110 - NSW/Ad	Casual	Wage	Weekly	0.00	12.0000	24.00	-50.00
4	Smith, Sandra Olive	SMITH	23/11/2007	5 - Sales & Marketing	2510 - NWS/Sa	Permanent	Salary	Weekly	78000.00	39.4737	38.00	1500.00
5	Keating, Karl Adrian	KEATING	01/03/2013	5 - Sales & Marketing	2510 - NWS/Sa	Permanent	Salary	Weekly	78000.00	39.4737	38.00	1350.00
6	Russel, George Thomas	RUSSEL	25/05/2014	3 - Warehouse	2310 - NSW/Wi	Permanent	Wage	Weekly	17472.00	14.0000	24.00	241.00
7	Robinson, Henry Karuso	ROBINSON	22/03/2010	3 - Warehouse	2310 - NSW/Wi	Permanent	Wage	Weekly	24960.00	12.0000	40.00	435.00
8	Hillary, Matthew Martin	HILLARY	20/05/2009	4 - Support	2410 - NSW/Su	Permanent	Wage	Weekly	72800.00	35.0000	40.00	900.00
9	Jackson, William Duncan	JACKSON	29/03/2013	4 - Support	2410 - NSW/Su	Permanent	Wage	Weekly	31200.00	15.0000	40.00	600.00
20	Tate, Bernard Cedric	TATE	16/08/2002	1 - Administration	2110 - NSW/Ad	Permanent	Salary	Weekly	54999.88	27.8339	38.00	1057.69
21	Giles, Harrison Relf	GILES	18/03/2013	3 - Warehouse	2310 - NSW/Wi	Permanent	Salary	Weekly	100000.16	50.6074	38.00	1923.08
22	Watson, Judy May	WATSON	26/04/2011	4 - Support	2410 - NSW/Su	Permanent	Salary	Weekly	60000.20	30.3645	38.00	1153.85


The list of employees can be filtered by various properties, and clicking the  icon lets you select which columns to display on the main table.

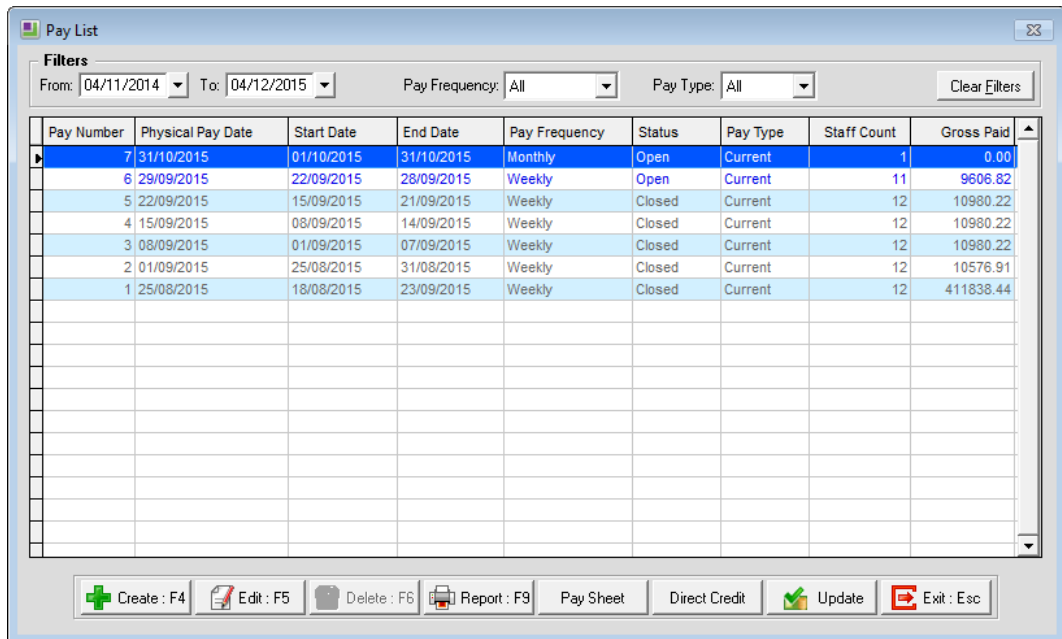
Double-clicking on an employee (or selecting an employee and clicking the **Edit** button) opens the Employee Maintenance window showing the details of that employee.

The **View Pay History** button displays the View Hours Paid History window for the selected employee, and the **Report** button opens the standard Select Report window.

The **Copy** button copies the list of employees to the clipboard, so that the data can be pasted into a spreadsheet or other third party application.

## Pay List

Clicking the new  toolbar button opens the Pay List:



The Pay List window displays a table with the following data:

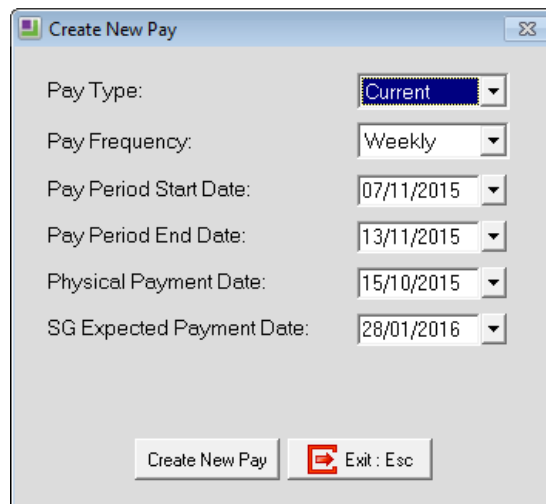
Pay Number	Physical Pay Date	Start Date	End Date	Pay Frequency	Status	Pay Type	Staff Count	Gross Paid
7	31/10/2015	01/10/2015	31/10/2015	Monthly	Open	Current	1	0.00
6	29/09/2015	22/09/2015	28/09/2015	Weekly	Open	Current	11	9606.82
5	22/09/2015	15/09/2015	21/09/2015	Weekly	Closed	Current	12	10980.22
4	15/09/2015	08/09/2015	14/09/2015	Weekly	Closed	Current	12	10980.22
3	08/09/2015	01/09/2015	07/09/2015	Weekly	Closed	Current	12	10980.22
2	01/09/2015	25/08/2015	31/08/2015	Weekly	Closed	Current	12	10576.91
1	25/08/2015	18/08/2015	23/09/2015	Weekly	Closed	Current	12	411838.44

The toolbar at the bottom includes the following buttons: Create : F4, Edit : F5, Delete : F6, Report : F9, Pay Sheet, Direct Credit, Update, and Exit : Esc.

Buttons at the bottom of the window provide easy access to common pay functions:

- The **Report** button opens the standard Select Report window that contains all EXO Payroll reports.
- The **Pay Sheet** button opens the Pay Sheet report.
- The **Direct Credit** button opens the Direct Credit Transfer window.
- The **Update** button lets you update the selected open pay. (The button is disabled when a closed pay is selected.)

Clicking the **Create** button opens the new Create Pay window, which allows you to create a new Current or One Off Pay:



The Create New Pay window contains the following fields and buttons:

- Pay Type:
- Pay Frequency:
- Pay Period Start Date:
- Pay Period End Date:
- Physical Payment Date:
- SG Expected Payment Date:
- Buttons: Create New Pay, Exit : Esc

Double-clicking on a pay (or selecting an employee and clicking the **View** button) opens a new Pay Details window showing the details of that pay:

The screenshot shows the 'Pay Details' window. At the top, there are input fields for 'Pay Number' (6), 'Physical Pay Date' (29/09/2015), 'Staff Count' (11), 'Frequency' (Weekly), 'Pay Type' (Current), 'Gross Paid' (9606.82), 'Pay Status' (Open), and 'Pay Period' (22/09/2015 - 28/09/2015). To the right, there are 'Filters' for 'Salary/Wage' (All), 'Department' (All), and 'Cost Centre' (All), with a 'Clear Filters' button. Below these is a table with 13 columns: Code, Name, Alpha Code, Department, Cost Centre, Net, Salary, Hours, Gross, Taxable Allowances, Pre-tax Deductions, Leave Amount, and PAYG. The table lists 22 employees with their respective pay details. At the bottom, there are buttons for 'Add : F4', 'Edit : F5', 'Payslip', 'Copy', and 'Exit : Esc'.

Code	Name	Alpha Code	Department	Cost Centre	Net	Salary	Hours	Gross	Taxable Allowances	Pre-tax Deductions	Leave Amount	PAYG
1	Wallace, Edward James	WALLACE	2 - Accounts	2210 - NSW/Acc	679.00	Wage	38.00	800.00	0.00	200.00	0.00	113.00
2	Andrews, Thomas Harley	ANDREWS	2 - Accounts	2210 - NSW/Acc	0.00	Wage	0.00	0.00	0.00	0.00	0.00	0.00
4	Smith, Sandra Olive	SMITH	5 - Sales & Marketing	2510 - NWS/Sale	1139.00	Salary	38.00	1500.00	0.00	0.00	0.00	356.00
5	Keating, Karl Adrian	KEATING	5 - Sales & Marketing	2510 - NWS/Sale	1016.00	Salary	38.00	1350.00	0.00	150.00	0.00	304.00
6	Russel, George Thomas	RUSSEL	3 - Warehouse	2310 - NSW/War	5.00	Wage	0.00	5.00	0.00	0.00	0.00	0.00
7	Robinson, Henry Karuso	ROBINSON	3 - Warehouse	2310 - NSW/War	394.20	Wage	38.00	412.20	5.00	50.00	0.00	13.00
8	Hillary, Matthew Martin	HILLARY	4 - Support	2410 - NSW/Sup	703.50	Wage	38.00	833.50	0.00	500.00	0.00	125.00
9	Jackson, William Duncan	JACKSON	4 - Support	2410 - NSW/Sup	513.50	Wage	38.00	571.50	0.00	0.00	0.00	53.00
20	Tate, Bernard Cedric	TATE	1 - Administration	2110 - NSW/Adm	850.69	Salary	38.00	1057.69	0.00	0.00	0.00	202.00
21	Giles, Harrison Relf	GILES	3 - Warehouse	2310 - NSW/War	1399.08	Salary	38.00	1923.08	0.00	0.00	0.00	519.00
22	Watson, Judy May	WATSON	4 - Support	2410 - NSW/Sup	912.85	Salary	38.00	1153.85	0.00	0.00	0.00	236.00

The Pay Details section displays header information of the pay, while the main table displays the pay details of each employee in the pay. The Filters section lets you restrict the list of employees displayed. Clicking the icon lets you select which columns to display on the main table.

For open pays, the **Add** and **Edit** buttons can be used to add an employee to the pay or edit an employee's pay.

Clicking the **Payslip** button opens a Custom Payslip report showing the pay details for the selected employee.

The **Copy** button copies the employees' pay details to the clipboard, so that the data can be pasted into a spreadsheet or other third party application.



## Updates to Superannuation Providers

The Superannuation Provider Maintenance window has been redesigned to be clearer and easier to use.

The screenshot shows the 'Superannuation Provider Maintenance' window. It is divided into three main sections: 'Provider Details', 'Contact Details', and 'Other Details'.  
**Provider Details:** Includes fields for Code (1), Fund Type (APRA, SMSF, Other), Registered Name (Industry Fund Superannuation), Fund Name, ABN (54007016195), Unique Superannuation ID (USI Not applicable), Employer Membership Number / FEN (887654-5R7), BSB Number (546 767), Account Number (000056787), Account Name, and Electronic Service Address (smsdataflow). There is an 'ATO Super Fund Lookup' button next to the Code field.  
**Contact Details:** Includes fields for Account (IndustrySuper), Contact Name (Jeremy Mason), Provider Website (www.industryfunds.com.au), Address (Locked Bag 5CanberraACT), and Phone Number ((02) 4567 5587).  
**Other Details:** Includes fields for Payment Method (EFT), Payment/Customer Reference Number, BPAY Biller Code, SPIN (579357), Sender ID Type (EID), and Sender ID Code (2887).  
 At the bottom, there are buttons for Find (F9), Save (F10), Cancel, Delete (F6), and Exit (Esc).

Fields are enabled and disabled depending on what is selected for the new **Fund Type** field, indicating what information required is required for each type. Selecting the "Other" option enables all fields, so you can enter any information that you want.

For APRA funds, a new **ATO Super Fund Lookup** button is available. Clicking this button opens a search window where users can enter search terms and select a registered APRA fund. Selecting a fund automatically populates the **Registered Name**, **Fund Name**, **ABN** and **Unique Superannuation ID** fields.

The Electronic Service Address field has an edit button that retrieves a list of service addresses from the MYOB Super Portal.

**Note:** An active Internet connection is required to look up funds and service addresses.

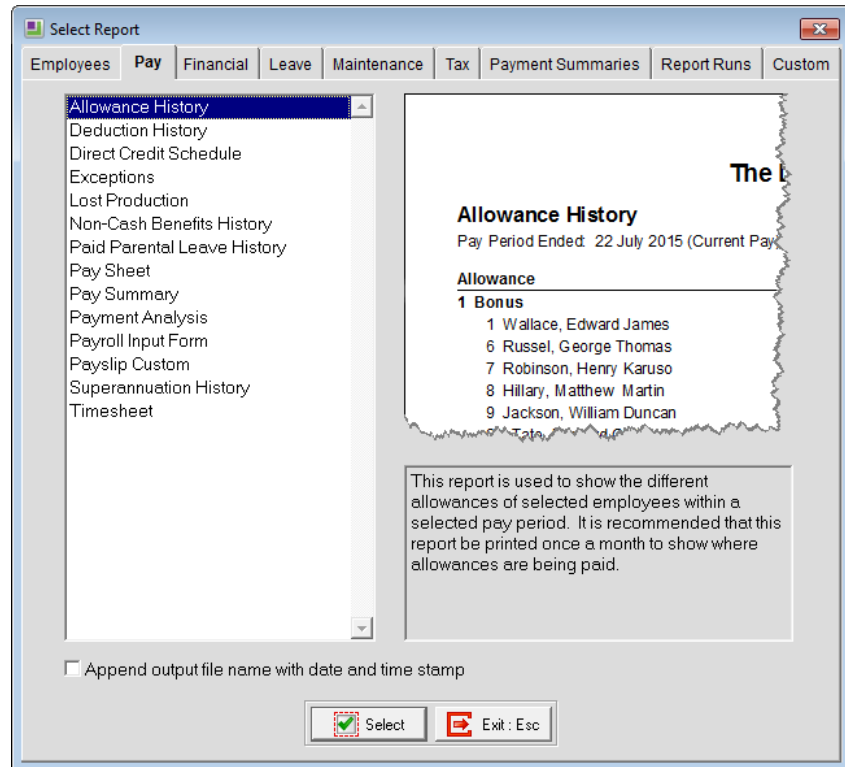
## Reporting Updates

### New Look Reports

The look of all existing EXO Employer Services reports has been updated with a new font.

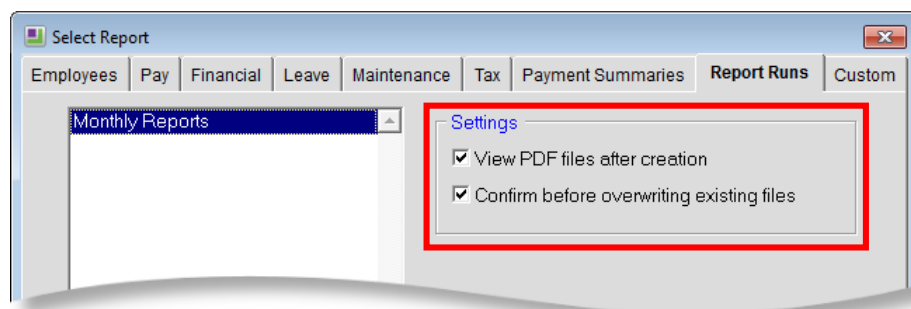
### New Select Report Window

The Select Report window has been resized to show more reports without scrolling:



Ticking the new **Append output file name with date and time stamp** option adds date and time information to the filenames of all report files you generate.

The Report Runs tab also contains new options that apply to all reports generated as part of a report run:



(The **Confirm before overwriting existing files** option is disabled if **Append output file name with date and time stamp** is ticked, as files will always be unique in this case.)

## Previewing Payslips

A new **View Payslip** button is available when managing employees' Current and Standard Pays. Clicking this button opens a preview payslip report showing the details of the pay being viewed. A **View Payslip** button is available on the Current Pay window, on the Standard Pay tab of the Employee Maintenance window, and on the View Hours Paid History window (opened from the Leave Entitlements tab of the Employee Maintenance window):

**Current Pay**

Employee: 1 Wallace, Edward James

Wages: 25.0000 1000.00

Salary: 0.00

Allowance Taxable: 0.00

Deduction Pre-Tax: 200.00

Leave: 0.00

**Gross Taxable: 800.00**

Override: 113.00

**Employee Maintenance**

Employee Details | Leave Entitlements | Other | User Defined | Notes | **Standard Pay**

Employee: 1 Wallace, Edward James

Wages: 25.0000 1000.00

Salary: 0.00

Allowance Taxable: 0.00

Deduction Pre-Tax: 200.00

Leave: 0.00

**Gross Taxable: 800.00**

Override: 113.00

**View Hours Paid History - (1) Wallace, Edward James**

Pay Number	Pay Date	Frequency	Pay Type	Gross Liab for Annual	Hours Paid	Hours Paid Cap	Annual Leave Accrued	Personal Leave Accrued	Long Service Leave Accrued
5	15/07/2015	Weekly	Current	1000.00	38.00	0.00	2.9231	1.4615	0.6663
4	08/07/2015	Weekly	Current	1000.00	38.00	0.00	2.9231	1.4615	0.6663
3	01/07/2015	Weekly	Current	1000.00	38.00	0.00	2.9231	1.4615	0.6663
2	24/06/2015	Weekly	Current	1000.00	38.00	0.00	2.9231	1.4615	0.6663
1	18/06/2015	Weekly	One_Off	0.00	0.00	0.00	0.0000	0.0000	0.0000
<b>Totals:</b>				4000.00	152.00		11.6924	5.8460	2.6652

**View Payslip** | Copy | Exit : Esc

## Report Distribution Options

Options that determine the default distribution settings for employees, i.e. whether reports should be distributed to them by email, print, and/or MyStaffInfo, are now available in the Standard Settings section of the Setup Payroll window:

The screenshot shows the 'Setup Payroll' window. On the left is a sidebar with a tree view containing the following items: Company setup, Employee defaults setup, Standard settings (highlighted), Tax classification, WorkCover rates, General ledger setup, Leave management setup, Other setup, Payment setup, and Superannuation setup. The main area is titled 'Standard settings' and contains several fields: Default employee order (Numeric selected, Alpha unselected), Pay frequency (Weekly), Gender (Male), Hours (Full-time), WorkCover (3498), Superannuation (3), and Standard hours per day (7.60). There are also dropdowns for Remuneration type (Wage) and Term (Permanent). Below this is a section for 'Standard hours per pay' with input fields for Weekly (38.00), Fortnightly (76.00), Bi-Monthly (82.33), 4 Weekly (152.00), and Monthly (164.67). At the bottom, the 'Report Distribution' section is highlighted with a red box, containing three checkboxes: Email, Print, and MyStaffInfo. At the very bottom are 'Save : F10' and 'Exit : Esc' buttons.

## Updates to the Custom Payslip

### RDOs on the Custom Payslip

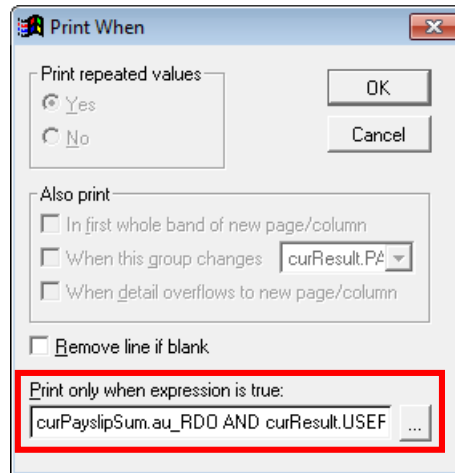
The Custom Payslip now hides Rostered Days Off values if the system does not track Rostered Days Off for the employee, i.e. if the **Track RDO's for this Employee** option on the Other tab of the Employee Maintenance window is unticked for the employee.

This change applies to the default Custom Payslip; if you have edited the Custom Payslip, this functionality will not be available unless you:

- Reset the Custom Payslip and re-apply your edits, or
- Edit the Custom Payslip to change the properties of the Rostered Days Off section as follows:
  1. Right click on the "Rostered Days Off" label in the Detail Footer 7 section and select **Properties**.

The screenshot shows the 'Detail Footer 7' section of a Custom Payslip. It is divided into several tables. The first table is 'Pay Summary' with columns for 'This Pay' and 'YTD'. The second table is 'Superannuation' with columns for 'This Pay', 'MTD', and 'YTD'. The third table is 'Leave Entitlement' with columns for 'Accrued this pay' and 'Balance'. The 'Rostered Days Off' section is highlighted with a red box and contains the following fields: Rostered Days Off, RDOACC, and RDOBAL. Below this is the 'Lieu hours' section with columns for 'hours worked', 'hours Taken', and 'balance', containing fields like max(curResul), Lieu\_Taken, and LieuBAL. The 'Other' section contains an 'Apprentice Hours' field labeled APP\_HOUR.

- Click **Print When...** to open the Print When window.
- In the **Print only when expression is true:** field, enter:  
`curPayslipSum.au_RDO AND curResult.USERDO`



- Click **OK** to close the Print When window, then click **OK** to close the properties window.
- Repeat steps 1 – 4 for the RDOACC and RDOBAL values.
- Save and close the Custom Payslip.

### Cashed Out Annual Leave

The Custom Payslip now displays cashed out Annual Leave amounts:

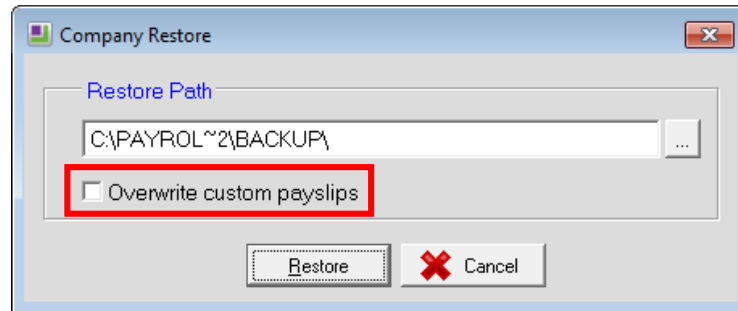
(3) Jannet 60 York Street Sydney NSW 2000		<b>MYOB</b>	
<b>The Demonstration Company</b> ABN: 83 10 136 47 47			
(3) Jannet		Printed On:	25/11/2015 02:21:21 PM
Department:	1 Administration	Pay Frequency:	Monthly
Occupation:	Receptionist	Pay Period:	01/10/2015 - 31/10/2015
Hourly Rate:	12.0000	Physical Pay Date:	31/10/2015
<b>Taxable Income</b>	<b>Units</b>	<b>Rate</b>	<b>Amount</b>
Annual leave (Cashed Out)	8.00 Hours	12.0000	96.00

**Note:** You do not need to modify the Custom Payslip to use this feature—Cashed Out Annual Leave appears automatically.

### Backing up the Custom Payslip

Custom Payslip report files are now included in company backups. This means that they can be restored when restoring a company or extracted from backup archives if necessary.

When restoring a company backup in EXO Payroll, you have the option of overwriting the Custom Payslip with the version from the backup:



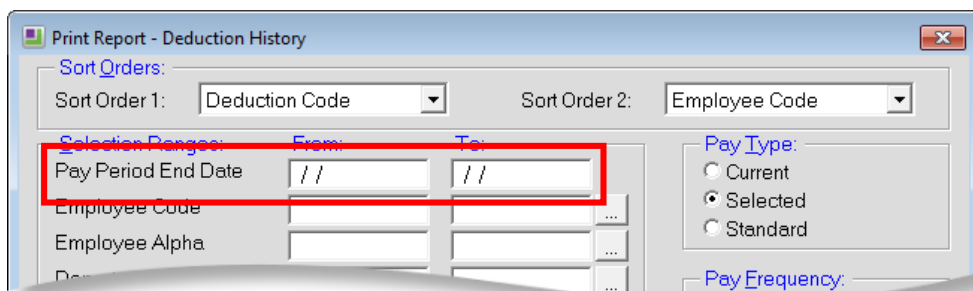
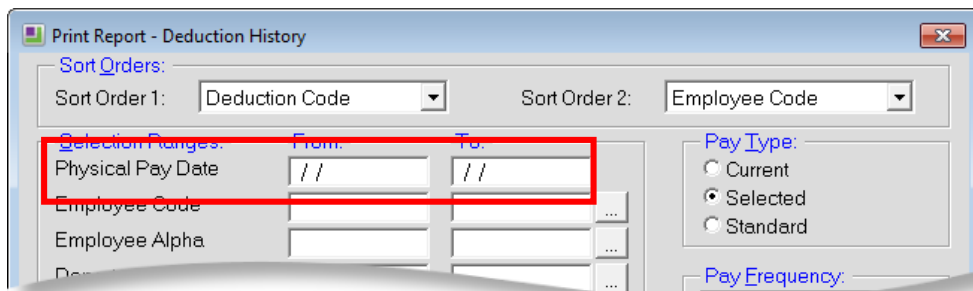
### Reporting on Physical Pay Date

A new **Select Pay Using** option has been added to the following reports:

- Allowance History
- Deduction History
- Non-Cash Benefit History

This option lets you report on pays using the Pay Period End Date or Physical Pay Date (previously, these reports always reported on Pay Period End Date).

When printing reports that allow you to choose Pay Period End Date or Physical Pay Date, the Print Report window changes to make it clear what period you are selecting:



## Updates to the Leave Entitlement Adjustment Utility

Three new columns have been added to the Leave Entitlement Adjustment Utility, displaying employees' Carry Over, Accrued Taken and Balance values:

Code	Surname	First Name	Start Date	End Date	Group	Leave Method	Accrued To Date	Annual Entitlement	Hours Paid	Adjusted Hours	Calculated Accrual	Adjusted Accrual	Actual Accrual	Carry Over	Accrued Taken	Balance
1	Wallace	Edward James	23/10/2014	22/10/2015	NL	Hours	/ /	152.00	152.00	0.00	11.69	77.54	89.23	115.00	0.00	204.23
2	Andrews	Thomas Harley	06/08/2014	05/08/2015	NL	Hours	/ /	152.00	93.75	0.00	7.21	70.16	77.37	100.00	0.00	177.37
3	Houghton	Jannet Faye	29/09/2014	28/09/2015	NL	Calendar	07/07/2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	Smith	Sandra Olive	06/06/2014	05/06/2015	NL	Hours	/ /	152.00	152.00	0.00	11.69	140.31	152.00	0.00	0.00	152.00
5	Keating	Karl Adrian	12/09/2014	11/09/2015	NL	Hours	/ /	152.00	152.00	0.00	11.69	96.00	107.69	143.00	0.00	250.69
6	Russel	George Thomas	06/12/2014	05/12/2015	LL	Hours	/ /	152.00	96.00	0.00	7.38	38.57	45.95	53.00	0.00	98.95
7	Robinson	Henry Karuso	03/10/2014	02/10/2015	LL	Hours	/ /	152.00	152.00	0.00	11.69	86.77	98.46	129.00	0.00	227.46
8	Hillary	Matthew Martin	01/12/2014	30/11/2015	LL	Hours	/ /	152.00	152.00	0.00	11.69	62.16	73.85	92.00	0.00	165.85
9	Jackson	William Duncan	10/10/2014	09/10/2015	LL	Hours	/ /	152.00	152.00	0.00	11.69	83.69	95.38	125.00	0.00	220.38
20	Tate	Bernard Cedric	27/02/2015	26/02/2016	NL	Hours	/ /	152.00	152.00	0.00	11.69	22.16	33.85	32.00	0.00	65.85
21	Giles	Harrison Relf	29/09/2014	28/09/2015	NL	Hours	/ /	152.00	152.00	0.00	11.69	89.85	101.54	134.00	0.00	235.54
22	Watson	Judy May	07/11/2014	06/11/2015	NL	Hours	/ /	152.00	152.00	0.00	11.69	71.39	83.08	106.00	0.00	189.08

The new **Carry Over** column is editable; **Accrued Taken** and **Balance** are read-only.

## Updates to EXO Employee Information

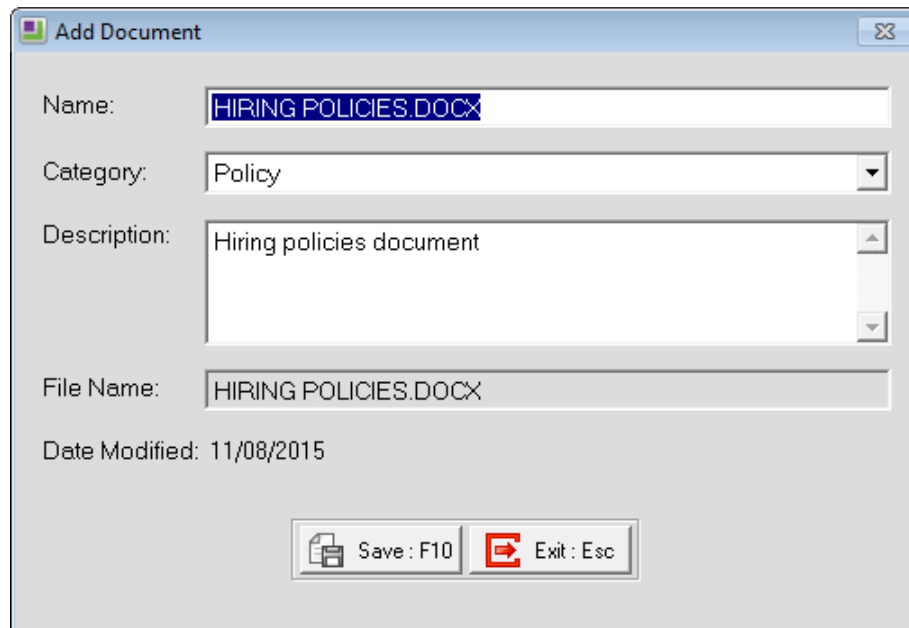
### Company Documents

The **Company Documents** item in the Documents menu opens the Company Documents window, which allows you to attach documents relating to human resources in general:

Name	Category	Description	File Name	Date Modified
ACCIDENT RECORDS.DOCX	Misc		ACCIDENT RECORDS.DOCX	11/08/2015
MYOB_HEALTH_SAFETY_US Guides	Guides	User Guide	MYOB_HEALTH_SAFETY_USER_GUIDE.PDF	27/01/2015
WORKSAFE POLICY.PDF	Policy documents	Company Worksafe policy	WORKSAFE POLICY.PDF	16/07/2012

## New Features

Click **Add** to browse for a document to attach. You can enter a name, category and description for the document:



The 'Add Document' dialog box contains the following fields and controls:

- Name:** A text input field containing 'HIRING POLICIES.DOCX'.
- Category:** A dropdown menu with 'Policy' selected.
- Description:** A text area containing 'Hiring policies document'.
- File Name:** A text input field containing 'HIRING POLICIES.DOCX'.
- Date Modified:** A label showing '11/08/2015'.
- Buttons:** At the bottom, there are two buttons: 'Save : F10' (with a floppy disk icon) and 'Exit : Esc' (with a red square icon).

All files attached using this window are copied to the **Database\companyfiles** folder under the default Employer Services folder (usually **Payrollv**).

Double-click on an existing document, or select the document and click **Open Document**, to open it in the default editor for the type of file.

Select a document and click **Edit** to edit the document's Name, Category and/or Description.

To remove a document, select it and click the **Delete** button.



## Updates to Employee Induction Report

A sign off area has been added to the following reports:

- Induction Plan, which is available from the Maintenance tab of the Print Report window or from the Induction Plan Maintenance window.
- Employee Induction, which is available from the Employees tab of the Print Report window or when adding an induction to an employee's record.

Printed on: 01 September 2015 11:48:45  
Page: 1

**Demonstration Company**

**Employee Induction** Completed

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**1 Wallace, Edward James**  
*First Aid Introduction*  
 The following steps are required to be followed before employee is on duty:

- Occupational Overuse  
Employee knows what is the occupational overuse in his/her position and the ways to prevent it.
- Video - First Aid  
Training video on dealing with minor injuries and using items in first aid pack.
- Where to Get Help  
Employee knows where to get help in certain situations.

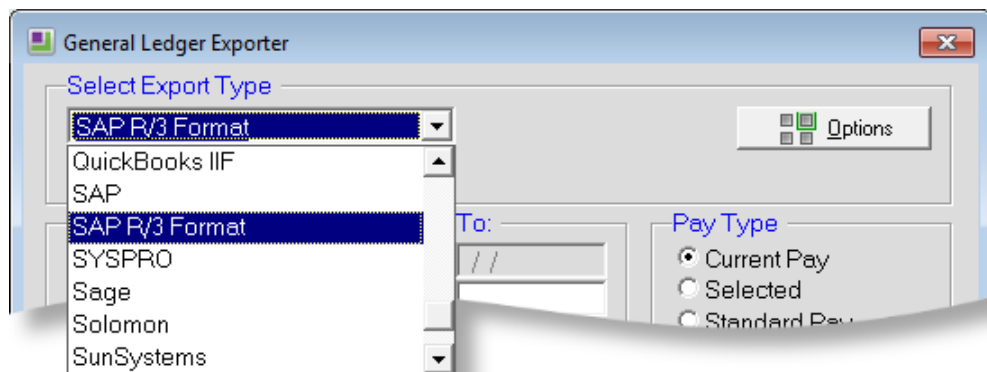
Signed (Employee): \_\_\_\_\_ Dated: \_\_\_\_\_

Signed (Supervisor): \_\_\_\_\_ Dated: \_\_\_\_\_

— End of Report —

## SAP R/3 General Ledger Export Format

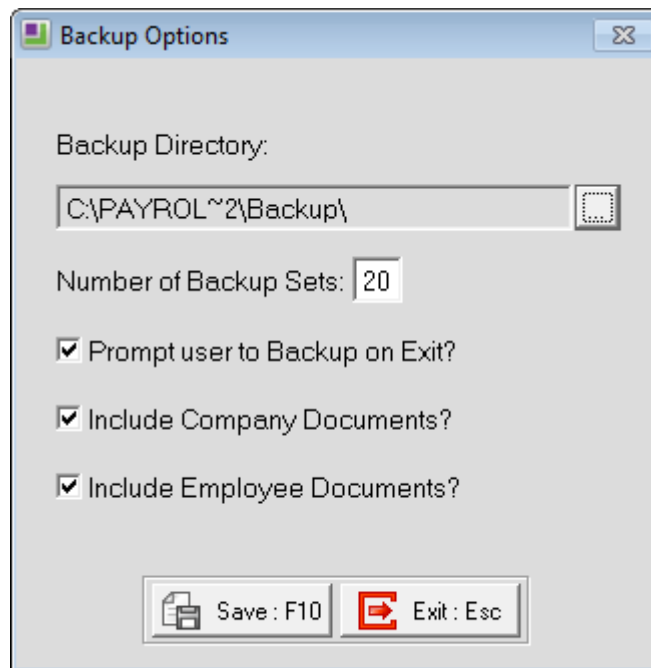
The General Ledger Exporter now supports the SAP R/3 format for GL export files:



## Changes to Backup Options

The Backup Options window has been updated as follows for all EXO Employer Services modules:

- The **Backup Drive** dropdown has been removed; backups are now always made to the hard drive.
- The **Hard Disk Backup Directory** field has been renamed to **Backup Directory**.
- An **Include Company Documents?** option has been added. Ticking this option backs up any company documents added in EXO Employee Information (see page 11).
- The **Number of Backup Sets** field now defaults to 20 for new companies.



## Backup File Names

The files that are created by the backup process are now named using the format:  
<company database folder name>\_<action>\_<paynum details if any>\_<datetime>

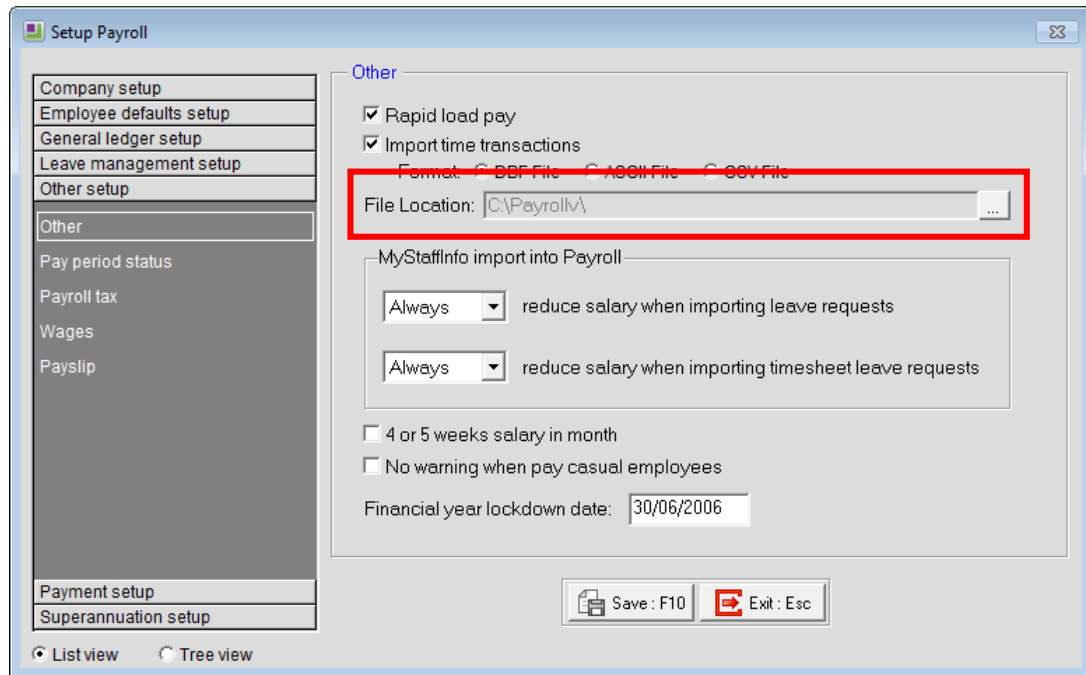
For example, **DATABASE\_UpdateCurrPay\_Num5\_20150821\_1557.Z0**

## Changes to Time Transaction Import

This release includes several improvements to the Import Time Transactions function in MYOB EXO Payroll. The system now supports importing multiple files at once, and transactions can now be imported into One Off Pays.

### Import File Location

It is now possible to specify a location for the time transaction import files:



### New File Name Format

The time transaction import function now allows you to import multiple files at once. Previously, import files had to be named **timetran.csv**, **timetran.dbf** or **timetran.txt**; to support importing multiple files, a new naming convention is now used. File names must have the following format:

<company>\_timetran\_<id>.csv

<company>\_timetran\_<id>.dbf

<company>\_timetran\_<id>.txt

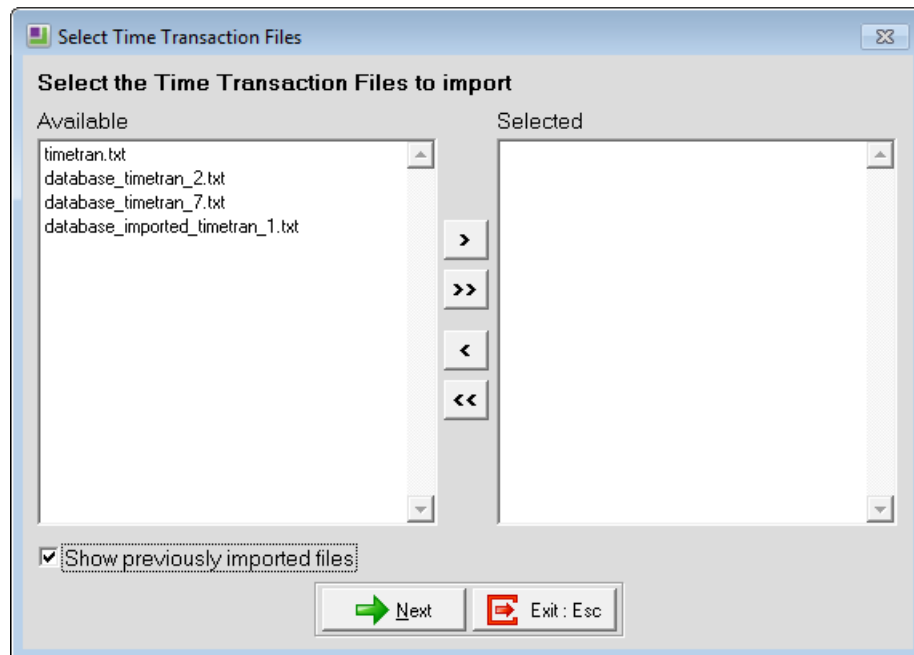
Where:

- <company> is the name of the directory that the company file is stored in. When selecting files to import, only files where <company> matches the current company will be available.
- <id> is a unique ID number for the import file. This can be any number.

For example, **mycompany\_timetran\_2.dbf** or **payrollco\_timetran\_15.csv**.

## Importing Files

If files are detected in the specified import folder when the Import Time Transactions menu option is selected, a new window prompts you to select the files to import:

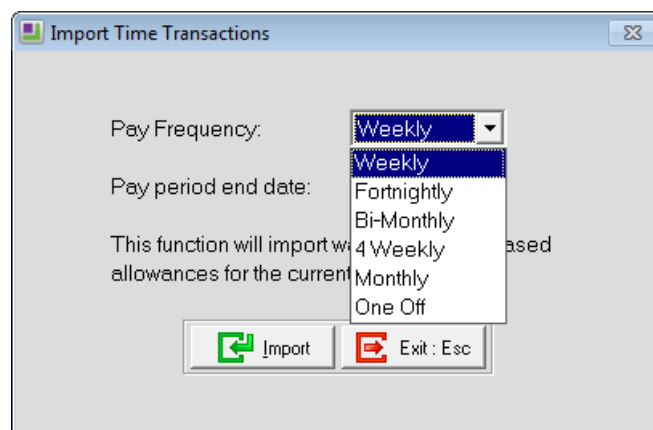


Tick the **Show previously imported files** option to include files that have already been imported in the Available list.

Click on available files and use the arrow buttons to select or deselect them, then click **Next** to continue.

**Note:** If you use the Import Time Transactions function as well as the timesheet importing functions in MyStaffInfo, this window may appear when importing timesheets in the MyStaffInfo Management Console. If this happens, select **timetran.dbf** and click **Next** to continue.

The existing Import Time Transactions window appears. This window now includes the option to import transactions into a One Off Pay:




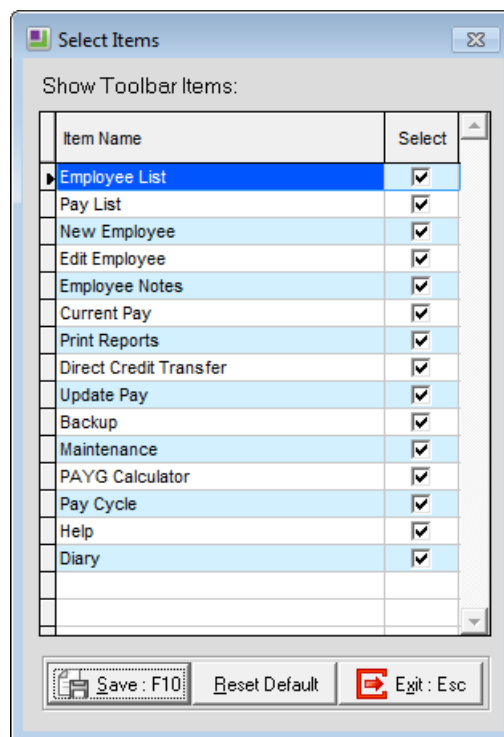
## New Features

When **Import** is clicked, data from all selected files is imported into the selected pay. Import files are renamed automatically to add “\_imported” to the file name, e.g. **mycompany\_imported\_timetran\_2.dbf**.

**Note:** The old time transaction import functionality remains unchanged—files with the old naming format, i.e. **timetran.csv**, **timetran.dbf** or **timetran.txt**, located in the root install directory (usually **C:\Payrollv**) can be imported alongside the new import files. As in previous versions, these import files are deleted following the import, not renamed.

## Toolbar Customisation

The new  toolbar button lets you choose which buttons to show on the toolbar. Clicking this button opens the new Select Items window:



Tick or clear the boxes for the buttons you want to show or hide and click **Save** to update the toolbar.

Access to the new button can be controlled via the user security settings, by giving users access to the **Show Toolbar Items** feature.

## Awards and Pay Classes

The Awards and Pay Classes utility, which was previously only available as a special application, is now included in EXO Payroll as a standard utility. Selecting the new **Awards and Pay Classes** option in the Utilities menu opens the utility, which lets you set up awards and pay classes, then assign them to employees.

The screenshot displays two overlapping windows from the EXO Payroll system. The 'Award Maintenance' window in the background shows a list of pay classes for the award 'Telecommunications Services'. The 'Pay Class Maintenance' window in the foreground shows the configuration for the 'CUSTLEAD' pay class, including its name, wage rate, and various other rates.

**Award Maintenance**

Code: TELECOM  
Name: Telecommunications Services

**Pay Classes**

Alpha	Name
CUSTTRAI	Customer contact trainee
CUSTLEAD	Customer contact team leader
ADMIN1	Clerical and administration I1
ADMIN2	Clerical and administration I2

Buttons: Add, Edit, Delete

\* Edit the pay class to view hourly rates other than Rate 1.

Navigation: Prev : F7, Next : F8, Find : F9, Add : F4

**Pay Class Maintenance**

Award: Telecommunications Services  
Alpha: CUSTLEAD  
Name: Customer contact team leader

Wage Rate: 21.9600  
Rate 2: 32.9400  
Rate 3: 32.9400  
Rate 4: 54.9000  
Rate 5: 43.9200  
Rate 6: 32.9400  
Rate 7:   
Rate 8:   
Rate 9:   
Buttons: Save : F10, Exit : Esc

Assigning an award and pay class to an employee updates the employee's Hourly Wage Rates in their Standard Pay to use the rates defined by the pay class.

The screenshot shows the 'Assign Employees to Pay Classes' window. It contains a table with columns for Staff Code, Name, Award, Pay Class, and Wage Rate 1. The first row is selected, showing employee 1, Wallace, Edward James, assigned to the TELECOM award and ADMIN1 pay class, with a wage rate of 18.4700.

**Assign Employees to Pay Classes**

Staff Code	Name	Award	Pay Class	Wage Rate 1
1	Wallace, Edward James	TELECOM	ADMIN1	18.4700
2	Andrews, Thomas Harley	BANKING	LEVEL1	18.3800
3	Houghton, Jannet Faye	TELECOM	CUSTLEAD	21.9600
4	Smith, Sandra Olive			0.0000
5	Keating, Karl Adrian			0.0000
6	Russel, George Thomas			14.0000
7	Robinson, Henry Karuso			12.0000
8	Hillary, Matthew Martin			35.0000
9	Jackson, William Duncan			15.0000
20	Tate, Bernard Cedric			0.0000
21	Giles, Harrison Relf			0.0000
22	Watson, Judy May			0.0000

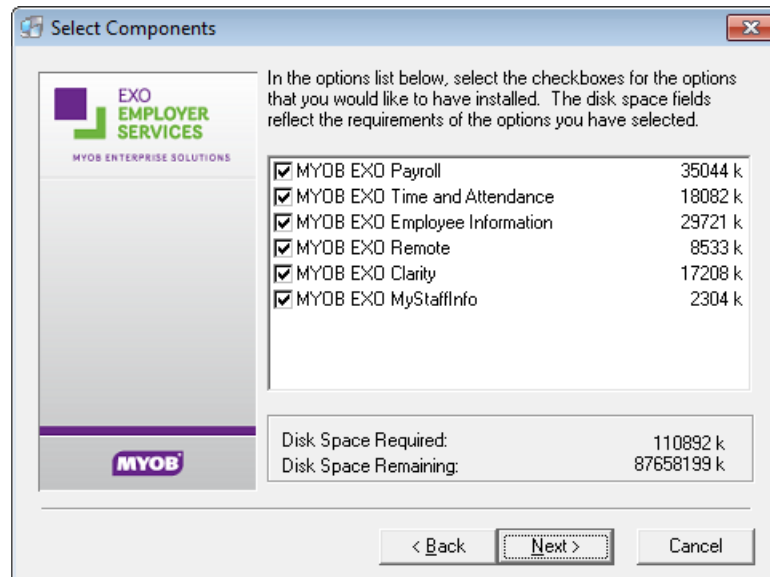
Staff Code: 1 Name: Wallace, Edward James Award: TELECOM Pay Class: ADMIN1 Wage Rate 1: 18.4700

Telecommunications Services Clerical and administration I1

Buttons: Edit : F5, Save : F10, Cancel, Exit : Esc

## Installing MyStaffInfo

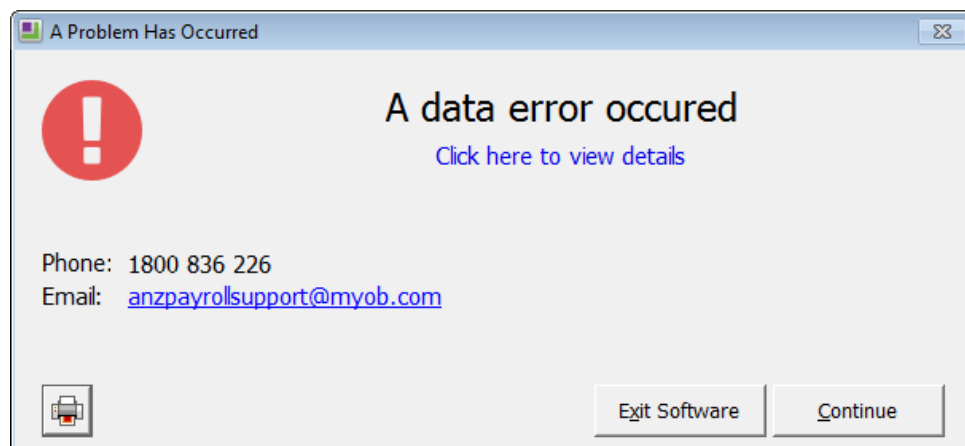
MYOB MyStaffInfo is now included in the main MYOB EXO Employer Services installer:




This allows you to install updates to the MyStaffInfo Management Console without the need for a separate installer executable.

## Updates to Error Messaging

The standard error message window has been updated with a more user-friendly interface:

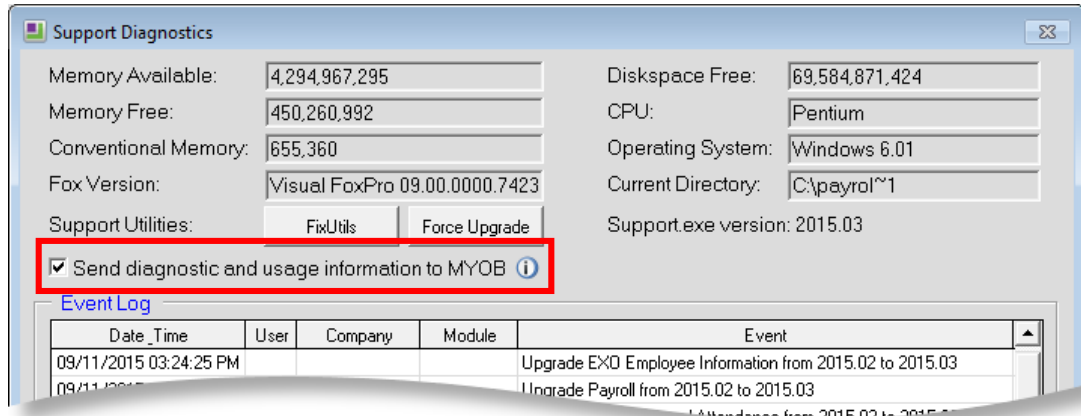


The **Click here to view details** link expands the window to show the full error message and related information. Users can choose to exit the software at this point or ignore the error and continue.

Clicking the  button opens the existing **Support** window, where users can view the error event log, print a support report and perform other support activities.

## Usage Information Collection

MYOB would like your help to improve the quality and performance of its products and services. If the new **Send diagnostic and usage information to MYOB** option on the Support window is ticked, the EXO Employer Services suite of products will automatically collect diagnostic and usage information and send it to MYOB product development and support teams for analysis.



Diagnostic and usage information may include details about hardware and operating system specifications, performance statistics, crash reports, and data about how you use your applications. None of the collected information identifies you personally; at most it will include your company ID and licence number.



# Resolved Issues

The following issues have been addressed in this release:

Problem Record	Service Request	Description
119989574281	120754619401 119273598631	When creating pays for the Bi-Monthly pay frequency, the Pay Period Start Date was required to be 14 days from the Pay Period End Date. If this was not the case, the start date would be updated automatically, changing it from the date entered. This behaviour has been changed: for Bi-Monthly pays, the start date must now be between 14 and 16 days from the end date; if it is not, a warning will be displayed to the user.
16407712621	123476325367 16406394162	The <b>To:</b> date on the Employee Service report was not inclusive, i.e. it included results from before the selected date, but not from the date itself. This has been resolved; the report now includes results from the <b>To:</b> date.
115731157161	115592003671	When generating a Payslip report with the <b>Pay Type</b> set to "Standard" and the <b>Pay Frequency</b> set to "Any", some pay items could be duplicated on the report. This has been resolved.
119885147084	119704029511	When using the Pay Superannuation function to create superannuation export files, Date of Birth data was not exported correctly. This has been resolved.
119446369819	119223083911	When using a One Off Pay to load FBT for multiple employees, a negative leave accrual was generated, despite the Hours Paid being zero. This has been resolved. <b>Note:</b> This issue applies to the new leave management system only.
119624693913	119492075731	An "expression is invalid" error appeared after opening the Leave Planner in EXO Payroll and then opening the Staff Scheduler in EXO Time and Attendance. This has been resolved.
123162664811	122974766421	The error message "Error 39 Numeric overflow. Data was lost." appeared when updating a pay, if the number of pay lines exceeded 1,000,000. This has been resolved; the size of the WACODE field in the WAGES table has been increased to accommodate pays with large numbers of lines.
123202656842	123202656594	When adding EXO Employee Information to an existing EXO Employer Services installation, data for the Demonstration Company was not copied to EXO Employee Information. This has been resolved.

## Resolved Issues

121464705114	120450786041	After using the Export General Ledger function to export files in the “MYOB AccountRight Live” format with the Summary option selected, exported files could not be successfully imported into AccountRight Live. This has been resolved.
122986772082	122958561251	When printing the Paysheet report in Portrait orientation, Carers Leave line units were over-written with zeros. This has been resolved.
121655163788	121374780011	When generating the Custom Payslip in CSV format, the fields selected for the CSV file were not saved; on re-opening the report, no fields would be selected and the CSV file format would have to be set up again. This has been resolved.
125691707839	124687435191	When using the new leave entitlement management system, if a user opens one of the Change Leave Entitlement windows from the Leave Entitlements tab of the Employee Maintenance window, then clicked <b>Save</b> , a new line appears on the Leave Entitlement window, even if no changes were made. This has been addressed: when saving on a Change Leave Entitlement window, a message now appears informing the user that entitlements will be recalculated; users can click <b>Exit</b> to close the window without saving if they don’t want this to happen.
126827477577	126783397901	This release includes updates to the SuperStream Alternative File Format (SAFF) for superannuation contributions: <ul style="list-style-type: none"> <li>• If a bank or BSB number was prefixed with 0, it would be truncated in the SAFF file. This has been resolved; the file now contains the entire number as displayed on the screen.</li> <li>• When the user selects <b>Use MYOB Super Portal</b> on the Clearing House Service setup screen, some superannuation contribution amounts are now exported as 0.00 instead of 0.</li> </ul>
-	118977162361	PAYG Payment Summaries generated using the Z-Fold layout were incorrectly formatted, causing the information to print incorrectly. This has been resolved.
-	-	The Custom Payslip did not display the balance of Reducing Balance deductions. This has been resolved.
-	-	When previewing the Employee Induction report in EXO Employee Information, all induction information appeared, instead of just the induction information for the selected employee. This has been resolved.
-	-	After cashing out Annual Leave in a salaried employee’s Current Pay, the Salary Adjustment window would appear. This was unnecessary; cashed out Annual Leave does not affect hours worked and for salary staff it is an additional payment on top of their salary. This has been resolved; users are no longer prompted to adjust employees’ salary after cashing out Annual Leave.

# Known Issues

The following Known Issues have been identified in this release.

## Error 2066 in a networked environment

The FoxPro error: “2066/Index file [filename].CDX is corrupt. Please rebuild it” can occur persistently on network systems that have a Server 2008 operating system with workstations running Windows Vista, Windows 7 or 2008 Terminal Server; or peer-to-peer networks where the server/workstation is running a Windows Vista or Windows 7 operating system, and one or more other workstations are also using a Windows Vista or Windows 7 operating system.

For information on this issue and suggested workarounds, see the following articles on the MYOB Enterprise Knowledgebase:

- [What to do when getting an Error 2066 message](#)
- [Consistent error 2066 in a networked environment](#)